

REQUEST FOR PROPOSALS (RFP)

OUT OF SCHOOL YOUTH PROGRAMS

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

RFP#OSY-PY'15/16

MARCH 15, 2015

I. INTRODUCTION

Navajo County, on behalf of the Northeastern Arizona Innovative Workforce Solutions Board ("Workforce Solutions:") and the Local Workforce Area Youth Council is currently seeking proposals from qualified applicants to provide services for Workforce Innovation and Opportunity Act (WIOA) eligible Out of School Youth.

Applicants located within the Counties of Apache, Gila, and Navajo Counties who can demonstrate the capability to provide youth services within the scope and requirements of this RFP are encouraged to apply. Applicants are encouraged to propose creative and innovative program designs that incorporate multiple components. Proposals should clearly indicate the counties services are proposed to be provided within.

It is anticipated that approximately \$20,000 will be available to fund contracts awarded under this RFP. The dollar amount will vary based on Federal funding allocations and Local Workforce Board initiatives. Navajo County, on behalf of the Northeastern Arizona Innovative Workforce Solutions Board, reserves the right to not make award(s).

Funding will be available for an initial fifteen (15) month contract period of 7/1/15 to 9/30/16. Contracts funded under this RFP will have the option for up to three (3) one (1) year contract extensions at the end of the initial contract performance period, at the sole discretion of Navajo County, on behalf of the Northeastern Arizona Innovative Workforce Solutions Board.

II. RFP AVAILABILITY, PROPOSAL DUE DATE

The RFP package will be available on the Navajo County website www.navajocountyaz.gov/wia and at the Workforce Solutions Office located at 550 North 9th Place, Show Low, Arizona 85901 beginning Monday, March 16, 2015 at 8:30 a.m. local time. RFPs may be e-mailed upon request by at carla.fail@navajocountyaz.gov or susan.tegmeyer@navajocountyaz.gov are due by email to Workforce Solutions at susan.tegmeyer@navajocountyaz.gov by 4:00

p.m. local time on Monday, March 30, 2015. Proposals received after this date and time will not be considered.

III. OUT OF SCHOOL YOUTH PROGRAM DESIGN ELEMENTS

Proposals submitted under this RFP must include the delivery of services under one (1) or more of the following three (3) design elements. In addition to the proposed program design, all participants must be assessed for Basic Skills Deficiency (BSD) with the TABE and receive academic remedial instruction and periodic post testing if BSD, in accordance with the Workforce Solutions Literacy/Numeracy Guidelines.

1. Occupational Skills Training – Activities under this design element must include, but are not limited to, the following:

A. Classroom training, with or without an externship, in an occupational area that is determined to be in demand based on current labor market information and based on technical or occupational skills standards that are developed and/or endorsed by employers. This training may be conducted directly by the contractor, through a qualified third party entity or a combination of both. All occupational skills training must include work readiness training and result in the award of an industry recognized credential upon successful completion of training.

B. Financial Literacy Education.

C. Paid or unpaid work experiences that have as a component academic and occupational education, which may include internships; job shadowing; pre-apprenticeship programs; and, on- the –job training.

D. Job placement assistance activities leading to the obtainment of training related, unsubsidized employment to include: job search techniques and identification of possible employment opportunities; resume/application preparation; mock interviews conducted by local employers; and, assistance with finding and understanding labor market and employment related information.

E. Tutoring and study skills instruction to support the successful completion of the occupational skills coursework by program participants.

2. Preparation for Post-Secondary Education and/or Employment – Activities under this design element must include, but are not limited to, the following:

A. Structured career exploration activities to include: assistance with finding and understanding labor market and employment information; understanding training and credential requirements for various occupational areas; field trips to employers and guest speakers from local industry; career counseling; and, identification of potential future occupational(s) and related career pathways.

B. Assistance with the identification and selection of potential post-secondary education opportunities to include: college and university tours; understanding admissions requirements; assistance with application preparation and submission; identification of available financial aid options, scholarships, application assistance and development of a financial aid plan; understanding long term career pathways and related lifelong learning considerations; and, identification of any barriers to post-secondary education entry and the development of a strategy to offset the barriers.

C. Access to development academic coursework for those participants who will need such to enter post-secondary education.

D. Paid and/or unpaid work experiences that have as a component academic and occupational education, which may include: internships; job shadowing; pre-apprenticeship programs; and, on-the-job training.

E. Work Readiness Skills Training.

F. Financial Literacy Training.

G. Job placement assistance into unsubsidized employment for those participants who will not be going on to post-secondary education.

H. Entrepreneurial Skills Training

3. Recovery of High School Drop-Outs to the Secondary Education System – Activities under this element must include, but are not limited to the following:

A. Re-enrollment of school drop-outs who are not attending any school, as a full-time student, into a non-traditional High School, where a diploma or its recognized equivalent can be expected to be earned within eighteen (18) months of program entry.

B. Tutoring, study skills training and instruction that leads to the completion of the requirements for a secondary school diploma or its recognized equivalent.

IV. PROGRAM REQUIREMENTS

A. Target Population – In order to receive services resulting from this solicitation, participants must meet the following requirements:

- Be a WIOA eligible youth sixteen (16) to twenty-four (24) years of age; and,
- Be considered an Out of School Youth, in accordance with the WIOA definition.

Note: Youth, who are under eighteen (18) years of age and have not received a secondary school diploma or its recognized equivalent, must be excused from school attendance by their respective School Board, in accordance with the Commonwealth of Virginia Compulsory Attendance Law (Section 22.1-254 of the Code of Virginia)

B. Primary Program Objectives

- Enrollment into post-secondary education or obtainment of unsubsidized employment (All Programs)
- Attainment of an industry recognized occupational training credential (Occupational Skills Training Programs)
- Attainment of a High School Diploma or its Recognized Equivalent (Drop-out Recovery Programs)
- Literacy/Numeracy Gains (All Programs. Applies to Basic Skills Deficient participants, only)

V. ELIGIBLE APPLICANTS

Applicants eligible to propose under this RFP are:

- Individual Public School Divisions or groups of Public School Divisions; or
- Public Four (4) Year Colleges and Universities and Community Colleges; or,
- Other youth serving organizations with at least five (5) years of experience including occupational skills training resulting in industry recognized certifications, direct services to youth and administering federal funds.

VI. ADDITIONAL REQUIREMENTS

A. Outreach and Recruitment – The applicant will be responsible for outreach and recruitment that results in the enrollment levels identified in the proposal. The applicant will also be required to work in coordination with Opportunity Inc.’s Youth Career Center of Hampton Roads for joint outreach and recruitment efforts.

B. WIOA Eligibility Determination – The applicant will be responsible for the determination, verification and documentation of WIOA eligibility for program participants and the maintenance of a participant eligibility file.

C. Assessment – The applicant will be responsible for conducting and documenting an assessment for each participant. Note: participants must be assessed for need in relation to the Youth Program Elements found in WIOA Section 129 (c) (2). Those Elements for which the participants are assessed to be in need, must be provided either directly by the Contractor or by another community resource(s) through a referral. In addition, all participants must be assessed for Basic Skills Deficiency (BSD) with the TABE and those who are

determined to be BSD must receive academic remedial instruction and periodic post testing, in accordance with the Opportunity Inc. Literacy/Numeracy Guidelines.

D. Individual Service Strategy (ISS) Development – The applicant will be responsible for the development and documentation of an ISS for each participant based on the results of the assessment. This document will identify goals, specific plans, activities and services to attain the goals, any applicable barriers and resolutions and required supportive services. The ISS is to be periodically reviewed with the participant and adjusted, as warranted.

VII.

- A. Participant and Financial Reporting – The applicant will be responsible for maintaining participant enrollment, service activity and outcome records, documenting and verifying applicable performance metrics and directly entering such information into the Virginia Participant Tracking System “The VOS”, on a regular basis. Specific participant reports will be provided to Opportunity Inc. upon request. In addition, the applicant will maintain a system that is sufficient for the accurate and timely accounting and reporting of all financial transactions under the contract.
- B. Case Management – The applicant must provide ongoing case management services to participants throughout the duration of participation, to include comprehensive guidance and counseling, and referrals to other resources, based on the assessed needs of the participant. All case management activities and services are to be recorded in case notes, updated as needed and maintained in the participant’s record. Case management contacts and related information must be conducted and documented every thirty (30) days, at a minimum.
- C. Worksite Facilitation – The applicant will be responsible for the development and execution of formal worksite agreement with employers that participate in paid and unpaid work experience. This agreement will stipulate the roles and responsibilities of each party and identify the duties and expectations for the job or activity to be provided, as well as, the terms, conditions, stipulations and assurances related to the relationship. All such relationships will include supervisor and participant orientations prior to start.

PROPOSAL SELECTION CRITERIA

- 1. Organizational Capability and Experience (0 to 20 points)
- 2. Program Design and Implementation Strategy (0 to 30 points)
- 3. Linkages with Community Resources (0 to 15 points)
- 4. Proposed Cost and Participant Service Levels (0 to 20 points)
- 5. Leveraged In-kind Resources (0 to 15 points)

NOTE: Any contract awarded under this RFP must comply with the Draft WIOA Regulations, which have yet to be issued by the Department of Labor (DOL), and any other WIOA

implementation policies or other guidance documents that will be subsequently issued by DOL or the State of Arizona. In that regard, Workforce Solutions reserves the right to include any such requirements into an initial contract(s) that may be entered into as a result of this RFP and modify any such contract at a later date, accordingly.